

Cooke County Appraisal District

201. North Dixon

Gainesville, TX 76240

940-665-7651

cokecad@cokecad.org

Open Records Request

The Texas Public Information Act allows the public the right to request access to government information. All persons who request information must do so by submitting a written request which may be received via email or regular mail that includes enough description and detail of the information you are requesting allowing the appraisal district staff to accurately identify and locate the items which you are requesting, and to protect the rights of the requester as well as the rights of the appraisal district.

Notice: Payment is required to be received before the information can be sent in accordance with Texas Government Code and Texas Property Tax Code. Some data may be confidential as stated in the Property Tax Code.

If your request is out of the scope of staff capabilities and requires help from our software vendor you will be notified if there is any additional cost.

All completed requests are **FINAL** and **NON-REFUNDABLE**. It is the responsibility of the purchaser to understand the data file being purchased.

If the quoted charge for the information exceeds the amount you are able to pay the alternative less costly method would be to inspect the data at the appraisal district. District staff will make copies of the information you find meets your needs. There is a charge for copies.

The attached form **MUST** accompany your request.

Requests are processed in the order they are received.

COOKE COUNTY APPRAISAL DISTRICT

Open Records Request CCAD

Date: _____

Requestor: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone Number: Business Number _____

Cell Phone Number _____

Email Address: _____

TYPE OF INFORMATION REQUESTED (Please circle one of the 4 listed and a format.)

- a. Certified Real Property appraisal roll
- b. Certified mineral roll
- c. Complete Certified Roll. Includes real, mineral and personal property.
- d. Complete Current Tax Roll.
- e. Delinquent Tax Roll.
 - 1. Export file with layout
 - 2. In pdf format
- f. GIS parcel layers
 - 1. Export file with layout
 - 2. List of accounts with information to link to your GIS (This will cost more as we may have to request help from our software vendor.)
- g. Other information, please be specific on what information you want.

- h. How would you like to receive the requested information?

